

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
Thursday, May 17, 2018**

I. Call To Order

Ms. Semple called the meeting to order at 10:18 A.M.

Present were Chair Person Eunice Semple, Technical Services Director Steve Rossi, Board Member Sylvia Vange, Board Member Suzanne Horn, Human Resources Coordinator Kristen Troy, Reference Director Jennifer Collette, Readers Advisory Director Mary Constance Back, Director Dave Ruff and Assistant Director Lucia Khipple.

II. Approval of Minutes

Ms. Vange moved that the secretary's minutes dated March 29, 2018 be approved and submitted. Following the opportunity for discussion, the question was called and on a voice vote, the motion carried.

III. Meeting Open to the Public for Twenty Minutes

No one from the public chose to address the Committee.

IV. Unfinished Business

The Committee set the meeting schedule for 2018.

V. New Business

A. The Committee continued the annual review of the Employee Handbook. The Committee reviewed through 515. The next meeting will continue on 601 Family and Medical Leave. The Committee will also revisit policy 318 and discuss salary ranges.

B. The Committee will meet again June 28, 2018 at 10:15 A.M.

VI. Adjournment

Ms. Khipple motioned for adjournment of the meeting. The question was called and the motion carried. The meeting was adjourned at 11:02 A.M.

Approved _____ Date _____